



City of Los Altos

Planning Division

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Planning@losaltosca.gov

I.

SUBMITTAL REQUIREMENTS CONDITIONAL USE PERMIT

APPLICANT PRESUBMITTAL CHECKLIST

APPLICATION FORM, FEE & OTHER REQUIRED MATERIALS

All items are required at time of submittal. The project will not be scheduled for a public meeting until the application has been reviewed by a planner and is deemed complete.

All materials identified below shall be submitted in digital (PDF) format.

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1. General Application

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2. Proposed Use Description

Provide a detailed project description of the proposed use that includes all relevant and applicable information related to the proposed use (description of business, number of employees, hours of operation, how building/site will be used, etc.).

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3. Filing Fee(s)

Application	\$ _____
Environmental Review	\$ _____
Public Notification (\$1.05/notice) *	\$ _____
Other: _____	\$ _____
TOTAL	\$ _____

Make checks payable to the City of Los Altos. Fees are not refundable.

** Notices mailed to all properties and business tenants within 1,000 feet of project site for the Planning Commission and City Council public meetings.*

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4. Materials Board

a. Initial submittal:

i. Provide color photos (or incorporated into the plan sheets) that shows all exterior materials including but not limited to: roofing material, exterior siding materials and other applied materials (e.g. stone, brick, metal and wood paneling), trim and architectural features, railing materials, window style and materials. Manufacturer and product specifications shall be referenced.

ii. Provide paint colors (with manufacturer color name) and identify/label where paint color is applied as necessary on the elevation plans.

b. Once application is deemed complete: Provide product samples of proposed materials and colors and, if necessary, applied material mockups to illustrate the appearance of materials together.

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5. Technical Studies

Depending on the nature of the project, technical studies, such as a traffic impact assessment, arborist report or acoustical analysis, may be required.

- ☐ 6. **Density Bonus Report** (for Multiple Family projects of five units or more). *See Density Bonus Report handout for more specific direction.*
- ☐ 7. **Climate Action Plan Checklist for New Development**
- ☐ 8. **Color Renderings and 3D Model**
 - a. Provide a sufficient number of perspective color renderings of the proposed structure, photo simulated within the existing context of the built and natural surroundings, to represent how all elevations of the building will appear at a pedestrian scale/level.
 - b. Provide a digital building model (using SketchUp or a similar program) of the proposed development and adjacent buildings within the broader streetscape area that can be presented and manipulated to represent the three-dimensional qualities of the proposed building within the existing context of the built and natural surroundings.
 - c. For downtown projects, the applicant shall provide a SketchUp digital building model and incorporate it into the most recent downtown SketchUp model maintained by the City. (the model can be deferred after the initial application, but shall be provided prior to the Planning Commission Meeting)
- ☐ 9. **Project Plans** (*see checklist below*)
 - a. Initial submittal: One (1) digital copy of full-size set (24" x 36") in PDF format.

PROJECT PLANS

- ☐ 1. **Cover Sheet**
 - ☐ Project Description
 - ☐ Vicinity Map (clear and legible)
 - ☐ Index of Plan Sheets
 - ☐ General Project Information (project description, general plan, zoning, property owner, design professionals, etc.)
 - ☐ A summary of the required development standards per the zoning district and the related project's proposal including, but not limited to: site area; lot coverage; setbacks; impervious surfaces; building floor area; and parking stalls. When appropriate include: summary of residential units including number of units, bedrooms and floor areas of each unit, and identify which units are proposed as below market units; beds; students; or dining seats.
 - ☐ Rendering or graphic of proposed project
- ☐ 2. **Site Plan** (1/8" = 1' scale)
 - ☐ Subject property showing all property lines and adjacent streets (provide a Topographic Survey if a grading plan is not included and the proposed project is setback less than five feet from an assumed property setback line or the property line when no setback is required)
 - ☐ Location of all structures on subject property
 - ☐ Building setback dimensions and other dimensions shall be provided to provide context
 - ☐ Location and dimensions of parking, driveway, and loading areas. Parking stall number counts shall be provided and required EV parking labeled.
 - ☐ Location, size, type and proposed disposition of all existing trees over four-inches in diameter (label and provide legend/table)

- ☐ Identification of landscape areas, walkways, fences, retaining walls, utility areas, trash enclosure facilities, and bicycle parking areas
- ☐ Location of parking, driveway(s), structures with window and deck locations identified, trees over four inches in diameter, and other improvements on adjacent properties. Dimensions shall be included to show setbacks and other significant improvements as needed.
- ☐ Location of nearest fire hydrant
- ☐ Ground ladder access per Fire Department standards (as needed for multi-story buildings and construction type)
- ☐ Required Fire Department vehicle access per standards
- ☐ Location of Public Art on Private Property. *This is an alternative to paying the Public Art In-Lieu Fee and requires a separate application, but should be shown on the site plan for consistency. See Public Art in Private Developments Handout for more information.*



3. **Floor Plans** ($\frac{1}{4}" = 1'$ scale)

- ☐ Show existing and proposed development
- ☐ Provide a floor plan for each story/level of the building
- ☐ Show the perpendicular lines of cross section planes with labels (shall match Cross-Section plans, see below)
- ☐ Shall include all details normally included on architectural floor plans but not limited to: proposed interior walls for units, suites, rooms, access corridors, stairway and elevator locations, doorway and window locations, balcony areas, parking areas with dimensions, utility areas, etc.
- ☐ For underground parking, show all parking spaces (with stall counts) and drive aisles. Identify EV parking spaces. Dimensions shall be shown.
- ☐ Identify details such as balconies, roof gardens, cabanas, etc.
- ☐ Where the proposed building abuts existing buildings, the floor plan should show the outline of the existing building and identify window and balcony/deck locations and include dimensions

NOTE: Floor plans for single-story buildings may be shown on the site plan.



4. **Floor Area Calculation Diagram** ($\frac{1}{8}" = 1'$ scale)

- ☐ Gross floor area - measured to outside edge of wall and including all space enclosed by walls (habitable space, non-habitable space, accessory structures, basements)
- ☐ Net floor area - excluding all inner courts and/or shaft enclosures (stairwells, elevator shafts, etc.)
- ☐ Existing floor area of structures to be removed

NOTE: For the purposes of assessing school fees, on the construction plans, the architect shall provide the "assessable space" for residential construction and "chargeable and enclosed space" for commercial or industrial buildings pursuant to Section 65995 of the California Government Code, and as authorized under Section 17620 of the Education Code



5. **Building Elevations** ($\frac{1}{4}" = 1'$ scale)

- ☐ Show all architectural detailing rendered in realistic displays for all buildings and structures that are six feet in height and taller
- ☐ Building height dimensions (if building height varies, provide dimensions of all heights)

- ☐ Building materials and design details (provide labels and/or legend with specific descriptions or material callouts that match material samples board)
- ☐ Identify roof pitch
- ☐ Show all roof-mounted equipment and other architectural features (parapets, elevator and stair overruns, roof deck features, etc.) and dimensions.
- ☐ Areas where building signage will be placed with representative signs
- ☐ Provide color detailing as provided on the color sample board
- ☐ Fencing or walls with material callout and height dimensions
- ☐ Trash receptacles
- ☐ Required aerial fire apparatus access to the building (or shown on the building cross-sections)

NOTE: For buildings exceeding 30 feet in height or as required by the Fire Department.

- ☐ Show downspout locations



6. **Building Cross-Sections** ($\frac{1}{4}" = 1'$ scale)

- ☐ Provide at least two (2) cross-sections (one perpendicular from the other) taken from the tallest portion or roof ridge height. Additional cross-sections shall be provided for more complex designs or where building height and floor/ceiling heights are not uniform
- ☐ Show the existing and proposed grades, finished floor heights, wall plates, and building height measurement per the zoning ordinance.
- ☐ Cross-sections of garage ramps and underground parking and storage areas



7. **Excavation or Shoring Plan** ($\frac{1}{4}" = 1'$ scale)

- ☐ Provide a plan showing the required excavation with cuts that would be less than or equal to 2:1 horizontal to vertical ratio and cross section of cuts through the site beginning at the property lines to determine if a shoring plan is required.
- ☐ If shoring is required, submit shoring plan. Please indicate where any shoring structures or methods (including piers and tiebacks) encroach into another property (including the public right-of-way).



8. **Reflected Ceiling Plan** ($\frac{1}{4}" = 1'$ scale)

- ☐ Identify ceiling heights, soffits, and suspended/dropped ceiling areas

NOTE: As needed for more complex building designs or where ceiling height varies.



9. **Roof Plan** ($\frac{1}{4}" = 1'$ scale)

- ☐ Roof pitch
- ☐ Existing roof to remain and new roof area
- ☐ All proposed locations of rooftop mechanical equipment and screening location(s) and other proposed functional features of roof deck areas (active or passive)

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10. **Landscape Plan** ($\frac{1}{4}" = 1'$ scale)

NOTE: All proposed landscape plans shall be conditioned to comply with the City's Water Efficient Landscape Ordinance.

- ☐ A conceptual planting plan that identifies all existing and proposed trees and plants.
- ☐ Provide specific planting locations and symbols for each plant showing the plant size at maturity. Each plant shall be labeled, and a legend shall be provided that provides plant scientific name and common name, plant container size, WUCOLS information, and totals for the proposed number of plants.
- ☐ Hardscape, walkways, fences and retaining walls
- ☐ Utility areas and trash facilities
- ☐ A calculation identifying total area of proposed hardscape and softscape
- ☐ Calculations of open space areas (as required by the zoning district)
- ☐ Provide color photos of all proposed trees and evergreen screening species, along with the following information:
 - Common name
 - Anticipated height and spread at maturity
 - Average rate of growth



11. Grading and Drainage Plan (1/8" = 1' scale)

NOTE: The Grading and Drainage Plan shall be prepared by a registered civil engineer or a licensed architect.

- ☐ Topographic Survey
- ☐ Location and elevation of benchmarks
- ☐ Elevation(s) along the street and neighboring property lines. Identify elevations along all building frontages as necessary to calculate building height.
- ☐ Pad elevation
- ☐ Finished floor elevation
- ☐ Tree location(s) and identify tree protection fencing areas
- ☐ Lot drainage pattern
- ☐ Proposed retaining wall locations with bottom and top of wall elevations identified
- ☐ Existing and proposed contours
- ☐ Cross-sections as necessary to show significant grade changes and to show how the proposed development transitions between the subject property and abutting properties
- ☐ Calculations and total quantities of fill material imported or exported
- ☐ Stormwater management measures to retain stormwater on site in accord with the Best Management Practices
- ☐ All existing and proposed utilities (lines, transformers, meters, etc.) and adjacent infrastructure

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12. Trash Enclosure/Solid Disposal Waste Plan

A preliminary solid waste disposal plan including the proposed size and locations of trash enclosures or trash receptable storage areas by Mission Trail Waste Systems. A letter or email review by Mission Trail Waste Systems shall be provided that references the specific plan materials and date reviewed.

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13. **Construction Management Plan**

Prepare a preliminary construction management plan that identifies anticipated truck routing and staging, construction worker parking plan (on-site and off-site) and pedestrian routing (sidewalk closures, detours, etc.). *See Construction Management Plan handout for more specific direction.*

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14. **Streetscape Elevation**

Render proposed structure(s) in relation to buildings/development on adjoining properties. In the case of a corner lot, a streetscape of each street is required.

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15. **Hold Harmless**

Applicants must sign a letter agreeing to hold harmless the City for any actions related to the permit. This letter must be submitted within the first thirty days of submittal of the project to the City:

The applicant/owner agrees to indemnify, defend, protect, and hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the City in connection with the City's defense of its actions in any proceedings brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project. The City may withhold final maps and/or permits, including temporary or final occupancy permits, for failure to pay all costs and expenses, including attorney's fees, incurred by the City in connection with the City's defense of its actions.

PUBLIC NOTIFICATION

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1. **Mailed Notices** – The City will be responsible for sending all property owners within 1,000 feet of the project site a mailed notice of all public meetings 10 days before the meeting date. The Planning Division will provide an area map showing all properties within a 1,000-foot radius of the project site.

NOTE: For projects in or near commercial areas, notification will also be provided to all commercial tenants within the 1,000-foot radius area. The applicant is responsible for providing a name and address list of all commercial tenants within the notification area in a label format approved by staff.

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2. **On-Site Posting Requirement** – In addition to the mailed notices, a public notice billboard (four feet by six feet) with color renderings of the project will need to be installed at the project site at least 10 days prior to the first public meeting date. *See [Public Notice Sign Requirements for New Commercial, Multi-Family and Mixed-Use Projects](#) handout for more specific direction.*

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3. **Story Poles** – All new development projects are required to install story poles on the site at least 20 days prior to the first Planning Commission meeting. *See [Story Pole handout](#) for more specific direction.*

CITY ACTION

The Planning Commission and/or City Council, when required, must make specific findings on each of the following issues when considering a conditional use permit application:

1. Whether the proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity or welfare.
2. Whether the proposed location of the conditional use is in accordance with the following objectives of the Zoning Ordinance:
 - a. To guide community growth along sound lines;
 - b. To ensure a harmonious, convenient relationship among land uses;
 - c. To promote a safe, workable traffic circulation system;
 - d. To provide appropriate locations for needed community facilities;
 - e. To promote business activities of appropriate types;
 - f. To protect and enhance real property values within the City; and
 - g. To conserve the City's natural beauty, to improve its appearance and to preserve and enhance its distinctive physical character.
3. Whether the proposed conditional use will comply with the regulations prescribed for the district in which the site is located and the general provisions of Chapter 1 of the Los Altos Municipal Code.
4. Depending on the proposed use, as outlined in Section 14.80.060 of the Zoning Ordinance, additional findings may need to be made.

SUBMITTING MORE THAN ONE APPLICATION

These instructions will be modified in the event that the application is submitted simultaneously with another application (e.g. design review, subdivision, variance). If the project includes multiple applications, work with Planning staff to better understand the City's submittal requirements to avoid redundancy.